

# QUICK GUIDE FOR FEDERAL EMPLOYEES WHEN INJURED ON THE JOB

The Headquarters Employee Work Life Center (EWLC) is responsible for managing the Headquarters Federal Employees Workers' Compensation Program, a program to assist and compensate Federal workers injured on the job. This office answers questions, maintain forms and files, and serves as the liaison between this agency and the Office of Workers' Compensation Program (OWCP), U.S. Department of Labor the agency responsible for administering the program.

OWCP provides compensation benefits to civilian employees for disability due to personal injury sustained while **in the performance of duty or to employment related disease**. Benefits cannot be paid if the injury is caused by the willful misconduct of the employee or by the employee's intention to bring about his or her injury or that of another, or if intoxication (by alcohol or drugs) is the proximate cause of the injury.

## **What should I do when injured on the job?**

First and foremost, seek medical attention from either of the health units (Forrestal Bldg., Rm. GG-028, or Germantown Rm. A-075). If needed, the health unit may provide additional paperwork (CA-16 Authorization for Examination and/or Treatment) for additional medical treatment.

## **What are the types of work related injuries?**

Traumatic Injury – A wound or other condition caused by external forces including physical stress and strain. It must be caused by a specific event or incident or series of events or incidents within a single work shift/day.

Occupation Disease – Being produced by systemic infections, continued or repeated stress or strain, exposure to toxins, poison fumes, noise, etc in the work environment over a longer period of time. In order to qualify as a disease, the injury must be caused by exposure or activities on at least two days.

## **What paperwork is required as a result of an on the job injury?**

Traumatic Injury CA,-1 Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation must be completed. This form notifies the supervisor of a traumatic injury and serves as the report to the OWCP when (1) the employee has incurred medical expenses; (2) the employee loses time from work whether charged to sick, annual or leave without pay, or continuation of pay (COP);

(3) disability for work may subsequently occur; or (4) permanent impairment appears likely or serious disfigurement of the face, head, or neck is likely to result.

Occupational Disease CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation form must be completed. This form notifies supervisor of an occupational disease and serves as the report to OWCP when (1) the disease is likely to result in medical expenses; (2) the employee loses time from work on any day because of the disease, whether charged to leave or chose to claim injury compensation; (3) disability for work may subsequently occur; (4) permanent impairment appears likely; or (5) serious disfigurement of the face, head, or neck is likely to result.

### **Who should prepare the CA-1 or CA-2?**

In both traumatic and occupational injuries the employee should complete the necessary paperwork. However, when the employee is not able to complete the necessary paperwork, someone acting on the employee's behalf may do so.

### **Where do I submit paperwork relating to an on the job injury?**

Forms and paperwork, including medical bills, and questions relating to an on the job injury or occupational disease, should be directed to one of the following Specialists.

#### **Employee's last name beginning with:**

##### **A-M**

Ann Murrell  
Employee Work Life Spec.  
U.S. Department of Energy  
HR-30, Room 4E-070  
1000 Independence Ave., S.W.  
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##### **N-Z**

Sheila Adams  
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U.S. Department of Energy  
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(202) 586-3097 Voice  
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### **What is Continuation of Pay (COP)?**

In traumatic injury cases **only**, employees may be eligible for uninterrupted regular pay for up to 45 calendar days.

### **Will I be eligible for COP?**

To be eligible for COP (45 days) the employee, or someone acting on their behalf, must file the CA-1 within 30 days following the injury. They must also provide medical evidence in support of the disability within 10 days of submission of the CA-1. If the disability continues for more than 45 days, compensation for lost wages may be payable after a three day waiting period in a non-paid status. The injured employee also has the option of using sick or annual leave, or leave without pay.